

## **DEPUTY CITY CLERK**

### **DISTINGUISHING FEATURES**

The fundamental reason the Deputy City Clerk exists is to perform a wide variety of technical and specialized administrative duties involving the maintenance and management of municipal records, actions of the City Council, and coordination and conduct of City elections in the City Clerk's Office. This classification supervises support staff in the office. Work is performed under general supervision by the City Clerk.

### **ESSENTIAL FUNCTIONS**

Assist the City Clerk in performing the day-to-day functions of the City Clerk's office; act in the absence of the City Clerk as required. Shares with the City Clerk the duties associated with attendance at city council meetings. Works closely with the city attorney's office in preparation of executive session minutes.

Administer and coordinate the Citywide records management program in coordination with the State Department of Library, Archives and Public Records to ensure compliance with state statutes and develop innovative approaches for records management, including records retention schedules and training programs for the city clerk's office and city staff.

Assist the City Clerk in planning, overseeing and conducting periodic city elections.

Conduct research by gathering data from various sources and prepare various reports and compilations; resolve discrepancies in records and reports and follow up as necessary.

Participate in department budget preparation and administration; prepare cost estimates for budget recommendations; assist in monitoring and controlling expenditures.

Interpret policies, procedures, codes and ordinances and provide oral and written information to staff and the general public.

Maintain the Campaign Finance Reports filed for Political Committees as required by A.R.S. Title 16, Chapter 6.

Measure and evaluate work performance, assign schedules, develop training and work procedure guidelines, prioritize workloads, and delegate essential tasks.

Direct and coordinate staff responses for general questions regarding city council meetings and agendas, election procedures, citizen inquiries, candidate committee requests, and inquiries from other government entities.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

##### Knowledge of:

Laws and regulations pertaining to municipal elections and the City Clerk's Office.

Budgetary processes, personal computer software applications, office supervision and office administration.

Research techniques and methods of report presentation.

Electronic document management systems.

Principles and practices of municipal administration and pertinent federal, state, and local laws, codes and regulations.

Ability to:

Explain detailed and complicated policies, procedures and laws to staff, citizens, and prospective candidates for elective office.

Exercise good judgment in organizing records, researching and compiling written reports, statistical computations, cost analyses, and general correspondence, respecting the public and sensitive information.

Sit approximately 40%, walk approximately 30%, and stand approximately 30% of workday. Lift and carry records storage boxes weighing up to 40 lbs.

Establish and maintain positive working relationships with the City Council, City Manager, City staff, co-workers, and the general public.

Become a Certified Municipal Clerk.

Attend evening council meetings when necessary.

Be proficient in using a personal computer, a variety of computer software, and other equipment essential to performing daily activities, which require continuous and repetitive eye and arm or hand movement.

Follow oral and written instructions and exercise independence and judgment in applying and following established procedures and in meeting deadlines.

Supervise clerk staff members and plan, organize, and/or direct their activities and evaluate performance based on established goals.

Learn job-related skills both on-the-job and/or classroom training relating to the election process and record-keeping requirements and apply the knowledge in a fair and unbiased manner.

Exercise tact and diplomacy in contact with the general public, city council, city staff and other government agencies.

**Education & Experience**

Any combination of training, education and experience equivalent to five years experience in a responsible administrative capacity with a City Clerk's Office, records management, municipal elections, campaign finance, or closely related area, along with at least one year of management experience in an office setting.

FLSA Status: Exempt

HR Ordinance Status: Unclassified